

SCHEDULE NO. 16**PROPERTY RECORDS**

General Description: Records of real property considered for acquisition or owned, sold or vacated by the municipality.

*The minimum retention periods specified in this schedule apply to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.). **Duplicate Copies:** Provided that no retention period is specified for duplicate copies, retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.*

16.10 ACQUISITION RECORDS

Records documenting the acquisition and ownership of real property by the municipality, including appraisals, quiet title actions, condemnations and eminent domain actions, purchase of property and similar actions to acquire land or real property.

Retention: Permanent

16.20 AUCTION RECORDS

See 5.180.C, Auction Records.

16.30 BUILDINGS AND STRUCTURES – MUNICIPAL

Records relating to acquisition, construction and sale of buildings and structures owned by the municipality.

Retention: 6 years after disposition of building or structure

16.40 CEMETERIES

See Schedule 2 Cemetery Records.

16.50 DEEDS AND DEDICATIONS

Conveyances of property or property rights to or from the municipality, including warranty deeds, dedication deeds and similar documents.

Retention: Permanent

16.60 EASEMENTS AND RIGHTS-OF-WAY**A. Permanent Easements and Rights-of-Way**

Conveyances of rights to place utilities or other infrastructure or to cross under or over property owned by another property owner.

Retention: Permanent

B. Temporary Access and Construction Easements

Documentation of temporary easements allowing access and entrance to, and work on, property or streets not owned by the easement holder.

Retention: 2 years after easement expires

16.70 ENCROACHMENTS

See 12.30.H, *Encroachment Permits*.

16.80 FLEET AND EQUIPMENT RECORDS

See *Schedule 6 Fleet and Equipment Records*.

16.90 INVENTORIES

See 5.180.G, *Inventories – Fixed Assets*.

16.100 LEASES

Agreements through which the municipality obtains the right to use property owned by another, or through which the municipality grants the right to use municipal property to another party, for a specified period of time in exchange for the payment of rental; includes leases, subleases, assignments of leases, rental rates, terms of property use, etc. See also 5.300.F, *Lease Purchase Records*; and 16.125, *Rental Agreements – Short-Term*. <Amended 3/09>

Retention: 6 years after termination of lease

16.110 MAINTENANCE, UPKEEP AND DAMAGE RECORDS

Records documenting the minor maintenance, repair and upkeep of municipally owned facilities and property. See also 16.180, *Work Orders – Property*. <Amended 3/09>

A. Chemical Application Records

Records documenting the application of chemicals such as pesticides, herbicides and fertilizers to parks, cemeteries, golf courses and other municipal property. See also 15.120.C, *Hazardous Materials Exposure*. <Amended 3/09>

Retention: 3 years after application

B. Chemical Testing and Treatment Records – Aquatic Facilities <Amended 3/09>

Records, including treatment logs, of chemical treatments for municipal aquatic facilities such as public swimming pools, fountains, spas, hot tubs, etc.

Retention: 3 years + current after treatment [CRS 25-5-803]

C. Damage Records

Records of damage and vandalism to municipal property, including signs, trees, park facilities, aquatic facilities, golf courses, buildings, fences and other municipal property. <Amended 3/09>

Retention: 3 years after date of incident <Amended 3/09>

D. Inspection Records

Records documenting periodic safety, health and environmental review and inspection of buildings, parks, playgrounds, golf courses, swimming pools and other public facilities to check for damage and recommend repairs and maintenance. <Amended 3/09>

Retention: 3 years + current <Amended 3/09>

16.120 PARKS

Historical and informational records regarding each of the municipality's parks, including correspondence, architectural drawings, park histories, photographs, etc. See also *Schedule 2 Cemetery Records*. <Amended 3/09>

Retention: Permanent

16.130 PROJECTS

Construction, renovation or other building projects on municipally owned property. See 7.280.A, *Project Files*.

16.135 RENTAL CONTRACTS AND AGREEMENTS – SHORT-TERM <Added 3/09>

Agreements and contracts relating to short-term rentals with a duration of less than one year of municipal property or facilities such as daily or hourly room rentals, picnic shelter or park facility rentals, golf carts, sports equipment, etc.

Retention: 1 year + current after rental period ends, provided that annual municipal audit has been completed

16.140 RIGHTS-OF-WAY

See 16.60, *Easements and Rights-of-Way*.

16.150 SALE OR TRANSFER OF PROPERTY RECORDS

Records pertaining to transactions for the sale or trade of land, buildings or other real property owned by the municipality.

Retention: Permanent

16.155 SECURITY RECORDS <Added 4/06>**A. Automated Access System Records**

Records generated by automated systems to show entry and exit from secured areas by authorized persons using an electronic badge or similar system to gain entry or exit.

Retention: 1 year + current

B. Entry and Exit Log Sheets

Retained to document entry and exit to and from secured areas.

Retention: 1 year + current

C. Videotapes Related to Security <Added 12/04>**1. Municipal Buildings** <Amended 2/08>

Video recordings from security cameras in public areas of municipal buildings. Security setups vary and recordings may be continuous, stop-frame or random use. In addition to visual feed, videos also show date and time indexing information. See 3.135 for surveillance recordings made in election areas and 17.90.EE for video recordings made in secured police areas such as jails, holding areas, booking areas or lock-ups.

Retention: 30 days

16.160 TREES

Records pertaining to the planting, removal, care and inventory of trees on municipally owned property.

A. Tree Inventory

Retention: Until superseded

B. Tree Removal

See 12.30.AA, *Tree Removal Permits*.

16.165 UTILITY LOCATE REQUESTS <Added 4/06>

Records of utility and infrastructure locate requests processed by the municipality.

Retention: 90 days after locate is completed or determined to be the responsibility of another jurisdiction

16.170 VACATIONS – EASEMENTS AND RIGHTS-OF-WAY

See 10.260, Vacations – Street, Alley and Right-of-Way.

16.180 WORK ORDERS – PROPERTY

Request and authorization forms for repair or maintenance work on municipally owned facilities, signs, structures, etc. <Amended 2/08>

Retention: 2 years